

<Date>

<Hiring manager's name>

<Hiring manager's job title>

<Company name>

<Address>

<Hiring manager's email>

Re: <Name of job title you are applying for>

Dear Mr/Mrs. <Hiring manager's surname>,

I am writing to apply for the <Job Title> position at <Company Name>.

I can offer you <Number of years> of experience in <What you do best - related to the job description>. I am <List your strongest personality traits> with hands-on experience and excellent training, allowing me to <Mention what your skills and experience allow you to achieve - related to the job requirements>.

<1. Explain Gap> <2. Highlight achievement from your most recent job> <3. Explain how you remained proactive> <4. Explain why this job is the perfect opportunity for your return to the workforce>.

I feel that my broad experience in the <Name of the industry the job is in> industry combined with my expert ability to <Mention a key skill you have related to the job>, would make a valuable contribution to your organisation.

I have attached my resume for your kind consideration. Thank you for your time in reviewing my application.

I look forward to hearing from you at your earliest convenience.

Sincerely,

<Your Name>

<Your Email>

<Your Phone Number>

<Your LinkedIn URL>